

August 1, 2002

Instructional Memo: 02-09

TO: Curt Gegoux - Equipment Superintendent NWR
Brad Littlefield - Equipment Superintendent NCR
Jim Green - Equipment Superintendent OR
Jerry Stark - Equipment Superintendent SWR
Bruce Haley - Equipment Superintendent SCR
Craig Clouse - Equipment Superintendent ER
Bill Marr – Administrative Officer Materials Laboratory
John Tull – Manager Photogrammetry
Deb Regester – Manager Printing Services

FROM: Brian Ziegler; Director
Maintenance & Operations

SUBJECT: Placing donated equipment in the Operations Transportation Equipment Fund (OTEF) Inventory

I. Purpose:

To rapidly establish a statewide, consistent procedure for donating equipment to the OTEF Inventory.

II. Discussion:

After purchase of a piece of OTEF related equipment by an organization using departmental funds, that unit must be placed into the OTEF inventory.

III. Procedures:

- a. Upon receipt the unit, the purchasing Organization Manager will forward to the Equipment Manager a letter of request to have the unit placed into the OTEF inventory.
- b. Copies of the purchasing documents (Purchase Order or Field Order) and invoice, along with a complete description of the unit to include year, make, model, and serial number will be attached to the letter of request.
- c. For equipment that has no purchasing documents, the donating entity must send a letter to the Equipment Manager stating approximately when and how the equipment was acquired.
- d. A complete description of the unit to include year, make, model, and serial number will be attached to this letter.
- e. After acceptance by the Equipment Manager, his staff will assign an equipment number and create an equipment record in the Fleet & Equipment Management System (FEMS).

CC: Tom Lentz
Dave Bierschbach
Jerry Walter
Casey McGill
Larry Chatterton
Fred DeBolt

Mary Legry

David Farnsworth